**Millington cum Givendale Parish Council**

Minutes of the Council meeting held on Tuesday 3rd July 2018 at 7.30pm in the Village Hall at Millington.

Present: Cllrs Brooks, Francis, Willoughby, McConachie and Berriman.

The meeting was chaired by Cllr Brooks and assisted by the clerk.

**OPEN FORUM**

There was nothing discussed here.

Cllr Willoughby handed his letter of resignation to the PC at this point but stated he would remain in post until the bank signatories were sorted.

**Meeting started at 7.34pm.**

**1744: Declaration of Pecuniary and Non-Pecuniary Interest** – None.

**1745: Apologies** – Cllr Cargill, Burley and Ward Cllr Rudd.

**1746: Minutes of the Meeting held on the 5th June and on the 19th June –** Signed by Cllr Brooks as a true and accurate record.

**1747: Accounts**

There were no bank statements for the PC to sign. The clerk informed the PC that she had changed the frequency of the statements to monthly through an automated system. These will still go to the old clerk as the address has not been changed as yet.

Cllr Willoughby gave the clerk a telephone number to try and acquire online access to the account. ACTION: Clerk to make contact with Barclays prior to the next meeting.

A cheque was written and signed by Cllr Willoughby and Cllr McConachie for the following;

Emma Fletcher - £164 chq no. 100576

**1748: Matters Arising (no covered elsewhere on the agenda)**

**Village Plan**

Cllr Berriman asked the PC if the Village Plan had been completed. Cllr McConachie confirmed that she had distributed it as agreed but she had only one returned completed.

Cllr Willoughby and Cllr McConachie handed the completed plans to Cllr Brooks to deliver to Cllr Cargills post box.

Cllr McConachie noted that Givendale had not had their plans as yet. It was agreed that a further 30 were required. ACTION: Clerk to contact Cllr Burley to request 30 copies. Cllr Francis offered to distribute these.

**Highways**

The clerk has spoken to ERYC about the grass verges throughout the village and Andy Harper has confirmed that he will be conducting a site visit as he is aware that some have been missed. The clerk will be updated once this has been done. ACTION: Clerk to check on the progress of this before the next meeting.

The clerk has requested from ERYC that Ridings Beck be cleared of debris as discussed (request i.d. 498471).

**Yorkshire Day**

The clerk asked Ward Cllr Rudd to escalate the road closure for Yorkshire Day as the clerk has not heard back from ERYC. Ward Cllr Rudd suggested contacting John Hannah with the request. ACTION: Clerk to check the progress of this

The clerk asked if the PC would like her to go ahead with the road closure if there is no cost involved as there is no meeting before Yorkshire Day. It was agreed that if there was a cost involved then the clerk would let the PC know and they would organise an extraordinary meeting to decide on this.

**Appointing Signatories for Barclays**

The clerk has completed the personal details from for Barclays but is waiting for Cllr Cargill to return to progress this. ACTION: Agenda for next meeting.

**1749: Approval of Locksmith**

Cllr Brooks notified the PC that the lock no longer needs to be opened but that the cabinet now needs repairing as it has been damaged. Cllr Brooks showed the PC photos of the damage caused.

Cllr Brooks and Cllr Berriman agreed that the noticeboard will need repairing for safety reasons as the door keeps blowing open. ACTION: Clerk to find out if the PC can make a claim from the insurance company.

Cllr Berriman proposed that Cllr Brooks make a temporary repair, Cllr Brooks seconded this and all were in agreement. ACTION: Clerk to put ‘repair of the noticeboard’ on the agenda for September’s meeting.

**1750: Location of Memorial Bench**

The clerk informed the PC that the desired location was rejected by ERYC and they had suggested another location opposite. ACTION: Clerk to ask ERYC the exact reason why the preferred location isn’t suitable.

The clerk noted that as this has been going on for some time now the PC should consider the new location if she has no luck with ERYC. Cllr Brooks proposed to go with new location, Cllr Berriman seconded this and although disappointed, the remaining PC agreed with it.

**1751: Give Way Sign at Junction of Swineridge Hill and Grimthorpe Hill**

Cllr Brooks has been approached by a resident who has commented that the give way sign is no longer visible due to hedgerow growth. Cllr Berriman also noted that give way sign painted on the road has worn.

Cllr Francis commented that the road markings on the T-junction of Givendale Lane and Beacon Road have never been re-done after the road was re-surfaced 5 years ago. ACTION: Clerk to contact ERYC and ask that the hedgerow be cut and the road markings be re-painted.

**1752: Allotment Inspection**

Cllr Brooks noted that the inspection will take place in September. ACTION: Clerk to notify all tenants and ensure that their data protection rights are complied with.

Cllr Brooks proposed that the inspection be carried out 30 mins prior to the meeting on the 4th September, Cllr Berriman seconded this and all were in agreement.

The clerk informed the PC that one of the tenants was not happy with the tenancy agreement issued. She explained she has used the agreement sent out in 2017. All Cllrs reviewed this template and the one sent by Cllr Cargill prior to the meeting. It was agreed that the entire agreement be reviewed at the next meeting.

Th clerk enquired as to the agreement for Mr Willis as she could only find an old copy of his. All agreed that he should have the same agreement as the other tenants but not to send this until the agreement has been reviewed. ACTION: Clerk to agenda this for September’s meeting.

Cllr Berriman offered to review the agreement and liaise with Cllr Cargill prior to the next meeting.

**1753: Budget Headings**

The clerk went through suggested budget headings which will help guide the PC when they decide on the precept next year. All were in agreement that these could be adopted. ACTION: Clerk to send a copy of the budget spreadsheet to all Cllrs.

**1754: Document Detailing Annual Events and Other Important Tasks**

Cllr Brooks suggested deferring this until September when Cllr Cargill will be present. ACTION: Clerk to formulate a draft document prior to the next meeting.

**1755: Swineridge Maintenance**

Cllr Cargill asked the clerk prior to the meeting for the PCs approval to write a letter of thanks to Judith Roberts for her continued mowing of the pathway around Swineridge View. All were happy for the clerk to draft a letter to circulate for approval. ACTION: Clerk to draft letter.

Cllr Brooks asked Cllr Willoughby if he would like to carry on maintaining Swineridge View in light of his resignation. Cllr Willoughby confirmed that he would.

**1756: Defibrillator Installation**

Cllr Willoughby informed the PC that The Gait Inn have offered to match funding for the defibrillator but also if the PC are unable to secure funding that they will pay for this in full.

The final location stills needs to be determined. In addition, the access needs to be considered given the poor mobile signal in the area. Cllr Willoughby noted that other PC don’t use keys to avoid this problem.

Cllr Berriman noted that the PC thank The Gait Inn for their offer of the funding.

Cllr Berriman suggested that Cllr Burley be contacted to see if there are any grants for funding.

ACTION: Clerk to agenda for September’s meeting.

**1757: Emergency Plan**

The clerk was informed by Cllr Francis that the PC had an emergency plan which was written 4 years ago. The clerk noted that this needed updating every year and asked where the copy was as there was no record in the electronic files. ACTION: Clerk to contact ERYC to obtain a copy and update prior to the next meeting.

**1758: Yorkshire Day**

Cllr Brooks went through the programme of events with the PC.

Cllr Berriman is taking a notice of the scarecrow event and a copy of the programme and to each household and asking about their food contribution. This will help gage numbers attending. Cllr Brooks offered to do the same in Ousethorpe.

Cllr Brooks mentioned that the Ebor Morris dancers have suggested holding a collection on the day with the idea that this money goes to charity or back into the parish. Cllr Berriman noted that the PC are not permitted to donate to charity. Cllr Willoughby commented that a collection may make residents feels awkward. The PC decided that no collection shall be done.

Cllr Willoughby offered to cut the field to be used for rounders. Location to be confirmed.

Cllr Brooks has recruited a resident for the master of ceremonies.

**1759: Any Other Urgent Business (including correspondence)**

Cllr McConachie noted that she had been approached by a resident about the memorial bench in memory of the cyclist who passed away on Givendale Hill. The widow has requested that the hedgerow be cut back and that she is able to plant more flowers at the site. Cllr Willoughby commented that this is not a matter for the PC as it is Highways land, Cllr Francis agreed. Cllr Berriman noted that the original request for the bench was carried out by the widow directly through ERYC.

Cllr Francis raised his concerns that other residents have commented on the site of the bench and how this is beginning to look like a shrine. There have been several additions to the bench.

The PC advised Cllr McConachie to speak to the resident and inform them that this is matter for ERYC to deal with.

The clerk informed the PC that she had received the internal auditors report and that there were no areas of concern.

Cllr Francis commented that he attended a meeting about a Unesco Geo Park for the Wolds and that both Millington Pastures and Millington Woods will be part of this park. It will be a long-term project.

Cllr Brooks asked the PC if they were willing to send a card to a resident of the village who is unwell. The resident has helped the PC with various matters including voluntary snow clearing. It was greed that a card should be sent. ACTION: Clerk to purchase a card and send on behalf of the PC.

**1760: Next Meeting – 4th September.**

**Meeting closed at 9.14pm.**

Signed as a true and accurate record of the minutes.